

## Surface Ship Support Center (SSSC) Web Site User Account Request

### USER INFORMATION

Name (Print): Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Command/Company: \_\_\_\_\_

Dept. or Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Access Justification: \_\_\_\_\_

U. S. Citizen (Check One): ☐ Yes ☐ No

Signature indicates agreement with restrictions listed on page 2.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Government Sponsor: Last: \_\_\_\_\_ First: \_\_\_\_\_

Command: \_\_\_\_\_

Dept. or Code: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Approving Signature

\_\_\_\_\_  
Date

### LOCAL ISSO APPROVAL AUTHORITY

Name: Diane Matt  
Phone Number: (207) 442-4652  
FAX: (207) 442-1962  
Email Address: mattdl@supship.navy.mil

\_\_\_\_\_  
Bath ISSO Signature

\_\_\_\_\_  
Date

### SSSC WEB SITE WEBMASTER

Name: Bob Childers  
Phone Number: (207) 442-1683  
FAX: (207) 442-1912  
Email Address: rchilder@csc.com

**Please FAX to Bath ISSO**

ATTN: Bath Information Systems Security Officer

Diane Matt (207) 442-1962

## **USER AGREEMENT FOR SURFACE SHIP SUPPORT CENTER (SSSC) WEB SITE**

As a user of the SSSC web site located at Bath SSSC, I agree to adhere to the following restrictions:

1. I will not enter, retrieve, process or transmit classified information.
2. I will protect my password and refrain from disclosing it for any reason.
3. I will not access the system under a false name or password.
4. I will not circumvent the security features designed into the system.
5. I will not attempt to access files for which I have no access privilege.
6. I will not program function keys or use other capabilities to provide an automatic log-on from my device.
7. I will properly mark, safeguard and/or destroy all Level II, sensitive unclassified, printouts and magnetic media.
8. I will use the system only for official government business.
9. I will notify my BATH ISSO or the web master when I no longer need my account, and advise them regarding disposition or disposal of databases, software packages, scheduled processes, and software or functional accounts.
10. I will notify the BATH ISSO system administrator in case of any security incident.
11. I consent to the monitoring of my data and processes by the BATH BATH ISSO or the web master.
12. After termination I agree not to disclose any Level II, sensitive unclassified data.